



Office Memorandum

Date: September 4, 2014
To: Agency Payroll, HR and Accounting Staff
From: Mary Muellner, Director
Statewide Payroll Services
Subject: Paystubs and W-2s Now Available in PDF Format in Self Service

Paystubs and W-2 forms are now available in Self Service in a PDF format. The PDF format provides employees with a more printer-friendly format, eliminating inconsistent printing due to issues with web browsers or other settings. This information is also posted for employees on the Announcements page of the Self Service website.

To view or print a paystub in PDF format in Self Service:

1. In Self Service go to **My Paystub**, then **View Paystub**.
2. On the Employee Paycheck History page, select the PDF checkbox for the desired paycheck issue date, then click the **View Paycheck** button.
3. The paystub displays in PDF format and can be viewed or printed.

Employee Paycheck History

Doe, John [Return to Paystub Search](#)

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Paycheck Issue Date	Push Button To Select Paycheck	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF	PDF Check?
08/22/2014	View Paycheck	07/30/2014	08/12/2014	\$1000.31	910002	<input checked="" type="checkbox"/>	Yes
08/08/2014	View Paycheck	07/16/2014	07/29/2014	\$1000.32	900001	<input type="checkbox"/>	Yes

To view or print a W-2 form in PDF format in Self Service:

1. In Self Service go to **Other Payroll**, then **W-2 Information**. Click on **View W-2 Forms**.
2. On the Employee W-2 Forms page, select the PDF checkbox for the desired W-2 year, then click the **View W-2** button.
3. The W-2 form displays in PDF format and can be viewed or printed.

Employee W-2 Forms

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Calendar Year	Push Button To Select Year	Sequence Number	W-2 State	View PDF	PDF W-2?
2013	View W-2	1	MN	<input checked="" type="checkbox"/>	Yes
2012	View W-2	1	MN	<input type="checkbox"/>	No

Agency Payroll, HR and Accounting staff should contact MaryJo Wixson in Statewide Payroll Services at 651.201.8062 or MaryJo.Wixson@state.mn.us if there are questions.